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| <p style="text-align: center;">KENTUCKY CORRECTIONS Policies and Procedures</p> | <p>Policy Number</p> <p style="text-align: center;">3.20</p> <p>Date Filed</p> <p style="text-align: center;">June 3, 2005</p> | <p>Total Pages</p> <p style="text-align: center;">1</p> <p>Effective Date</p> <p style="text-align: center;">September 20, 2005</p> |
| <p>References</p> <p>KRS 196.035 and 197.020</p> | <p>Subject</p> <p style="text-align: center;">COMMUNICATION AND RECORDING DEVICES</p> | |

I. DEFINITIONS

“Communication device” means a cellular phone, pager or radio.

“Recording device” means any device that permits audio or visual recording.

II. POLICY and PROCEDURE

- A. A Corrections employee shall not possess or use a personal communication or recording device while on duty.
- B. If an employee’s duties require the use of a communication or recording device, the device shall be issued or authorized by Corrections.
- C. If an employee has a special circumstance that requires the use or possession of a personal communication device, he shall receive prior approval from the Warden or his designee before bringing the device to work. A special circumstance may include a verifiable medical emergency involving a family member or an organ donor or recipient.
- D. Violation of this policy shall constitute grounds for disciplinary action, the severity of which may include dismissal.